

## **Lambeth Archives Policy on use by the media**

Lambeth Archives welcomes and promotes use of the material it holds by the published and broadcast media.

Approaches for information from the media will be dealt with by the same standards as from any other member of the public.

Requests for copies will be dealt with in accordance with copyright law and will take into regard the condition of the material.

Requests for reproduction of material will be in accordance with the service's terms and conditions and fees as laid out in its published publicity. Permission may be denied without giving reason.

Requests for filming in the archives will be considered and permission, or otherwise, will depend on the nature of the content of the intended film, the level of disruption to the service and the availability of staff to ensure appropriate security and conduct. A fee, to be determined on a case by case basis, may be charged.

Requests for staff to appear on broadcast media for matters relating to Lambeth Archives and the subjects the collections represent will be authorized in advance by the press office and will be part of staff's paid employment. A fee, to be determined on a case by case basis, may be charged.

This policy was by the Head of Libraries, Archives and Arts. It will be reviewed in three years

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